Investigator Training for the BSL2
Dated: 11-12-14

All SOP’s for the operation of this facility are available on the computer by clicking the appropriate button on the opening page. Follow all training procedures in this document and refer to the SOP’s or call the animal care manager if you have questions. Follow all procedures to the letter.

1. Computer Program
   1.1. A computer will be found inside the small facility entrance door 1014.
   1.2. A tutorial can be found on the program start screen.
   1.3. You should complete the following activities on the program.
       1.3.1. The BSL2 ‘Enter Information’ sheet is found by going to the regular enter sheet and clicking on the BSL2 Assignments button at the bottom of the regular sheet.
       1.3.2. Enter the number of cages, health check, feed and water check and give the animals any health care necessary.
       1.3.3. Update contacts as needed.
       1.3.4. Enter information on any dead animals found.
       1.3.5. Access is available for the following information:
           1.3.5.1. Protocols
           1.3.5.2. Issue Report
           1.3.5.3. Dead Animal Report
           1.3.5.4. Standard Operating Procedures (SOP)

2. Entering the facility
   2.1. You should not enter the facility if you have had been in contact with rodent type animals outside of the facility in the past 24 hours.
   2.2. You may enter the next day with clean clothing.
   2.3. The same people cannot work in the LSB and/or BSL2 and the other buildings with animals.
   2.4. You must wear closed toed shoes and long pants.
   2.5. Please do not wear coats, backpacks, or hats into the facility.
   2.6. Electronic devices may not be taken into and used in the facility.
   2.7. Preparing to enter the facility
       2.7.1. There is a red stripe on the floor in 1012. This stripe represents the point at which you will place booties on your feet and gloves on your hands.
       2.7.2. Take two clean booties from the box on the shelf while standing on the outside the striped area.
       2.7.3. Put one bootie on your right foot and place your foot on the inside of the red stripe. Then repeat the procedure for your left foot stepping down on the inside of the stripe.
       2.7.4. After you are inside the striped area put on gloves.
           2.7.4.1. Always put your gloves on after you have put on your booties.
           2.7.4.2. You may be asked to wear a hairnet and mask by your investigator.
       2.7.5. Put on a second pair of gloves, booties and an apron just inside the animal room door.
       2.7.6. When you leave the animal room take off the apron and outer pair of gloves and booties and place them in an appropriate container for autoclaving.
           2.7.6.1. If the gloves become heavily contaminated with potentially pathogenic material decon the outer surface of the gloves with an appropriate disinfectant. (70-85% ethanol, hypochlorite, quaternary ammonium compound etc.)
       2.7.7. Remove the inside or first pair of gloves and booties in room 1012 as you cross the red line coming out of the facility and place them in an appropriate container for autoclaving and disposal.

3. Equipment needed in the facility.
   3.1. Any equipment taken into the facility must be disinfected before it is taken in. Anything taken in can only be brought out through the autoclave.
   3.2. Small equipment may be taken into the facility by spray disinfecting the item as you enter the facility door and have dressed in your booties and gloves.
   3.3. Large equipment must be taken in by authorized personnel through the service door 1012 following procedures established by the animal care manager.

4. Animals
   4.1. Animals from ‘Approved Vendors’ can enter the facility without going through quarantine.
   4.2. Animals should be given at least one week acclimation time before starting research procedures.
   4.3. Animals from ‘Unapproved sources’ must be quarantined before entering the facility.
4.3.1. They will be quarantined for 6 weeks in the SPF Quarantine Room with one additional week for testing.

4.4. Animals in animal rooms in the LSB SPF can be moved to the BSL2 by completing the following procedures:
   4.4.1. Animal to be moved will be transferred from the Micro-Isolator cages into disposable cages in the housing room changing station and placed in a black plastic bag.
   4.4.2. The bag will be closed with a closure that will not release during transit.
   4.4.3. The bag and animals will be taken out of the LSB SPF and transported down the halls (1106 and 1011) to room 1012.
   4.4.4. The bag will be sprayed with disinfectant at the red strip and taken into the animal room.
   4.4.5. PPE will be put on as described above at the proper places in the facility.
   4.4.6. The bag and cages will be taken to the appropriate housing room.
   4.4.7. The cages will be removed from the bag and placed in the animal housing rack.
   4.4.8. The bag will be placed in a proper receptacle to be autoclaved.
   4.4.9. Animals can only leave the facility after being euthanized and autoclaved.

5. Health checks of the animals
   5.1. Animal should be observed for health plus feed and water each day, seven days a week.
      5.1.1. Information must be recorded on the computer each day. The computer is in room 1014.
   5.2. Animal checks of health, food and water and the total number of cages are recorded on the computer in 1014.
   5.3. Do not overcrowd the animals. Six adult mice per cage is the limit.
   5.4. Young should be weaned from their mothers and divided, male and female, no longer than 21 days after birth or after additional time if requested by amendment and approved by the IACUC.

6. Use of cage cards:
   6.1. A white card will be used for the front cage card for non-breeding cages with the Investigator Name, Phone Number, Protocol Number, Male/Female and other information requested on the card.
   6.2. A blue cage card should be used for all cages that have breeding animals in them. Always include the Date of Birth for new pups.
      6.2.1. One of these two cards must be filled out and showing on every cage. All other cards must be placed behind this card.

7. Preparing additional cages for animals.
   7.1. The animals will be moved to a clean cage bottom every 14 days. Tops must be changed every 28 days.
   7.2. Use cages that are made up and stored in the 1012M hallway.
      7.2.1. Clean Cages should be made up with bedding and a lid and stored in the hallway 1012M and may be stored on the rack at the South end of that hallway.
      7.2.2. Bottles must be filled from the ‘special’ water valve at the sink in the procedure room.
      7.2.3. Put enough feed in the cage unit to last for more than one week.
   7.3. Dirty cages should be placed outside the animal room and autoclaved often.
   7.4. Animal cages maybe opened inside the procedure room or in the animal room.
   7.5. If the animals have been treated with agents the cages should only be opened in the Biosafety Cabinet.
   7.6. All animal and cage handling procedure training will be done by the investigator.

8. Cleaning facilities
   8.1.1. All counters and equipment in the procedure room will need to be sprayed and wiped when you finish and have put the animal cages back in their room.
   8.1.2. Supplies for the procedures rooms will need to come from the investigators using the rooms.
   8.1.3. They may be brought in as you come in, but must be sprayed and wiped at the door as they enter with you.
   8.1.4. The cages will be changed every 14 days or more often as needed.
   8.1.5. The floors in the procedure room and animal housing room will be mopped twice a week and swept as needed.
   8.1.6. The procedure room and animal housing room will be deep cleaned every 3 months.
   8.1.7. The housing rack will be deep cleaned and wiping the unit and cleaning the tubing every 6 months.
   8.1.8. Blower filters will be changed as indicated by the equipment control system.
   8.1.9. All cleaning and deep cleaning will be done by the users of the room and reported on the computer program.

9. How to handle dead animals
   9.1. When an animal dies or you euthanize an animal you should autoclave the animal before you take it out of the facility.
9.2. Please report the dead animal on the computer program including if it is a pup or adult and other circumstances that will help the University Vet understand what happened.

10. Reporting of sick animals or other concerns.

10.1. If you see anything that gives you cause for concern, please report it to the University Vet and your investigator ASAP.

10.2. Please inform your principal investigator when an animal dies.